

**Suggested Worksheet/Guideline For Reviewing Rule 10  
In K-12 Public Schools**

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***(Please use Rule 10 dated August 1, 2015)***

- \_\_\_003.01      Certificated Teachers
- \_\_\_003.05      Graduation requirements: \_\_\_Language Arts-40 credits; \_\_\_Math-30 credits; \_\_\_Science-30 credits; \_\_\_Social Studies-30 credits
- \_\_\_003.06      School Year: 400/1032/1080 hours
- \_\_\_003.08      Reports are submitted by due dates
- \_\_\_003.12      Pledge of Allegiance (K-12)
- \_\_\_004.01A      Board approved purposes or standards; \_\_\_copy for each staff member
- \_\_\_004.01B      Adopted standards for reading, writing, mathematics, science, and social studies/history in accordance with Rule 10 guidelines
- \_\_\_004.01C      \_\_\_Guides/frameworks/standards for all other curriculum  
                     \_\_\_Description of the library media and guidance programs
- \_\_\_004.01D      Writing experiences incorporated in all curricular areas K-12
- \_\_\_004.01E      Educational computer technology in instructional programs in all levels
- \_\_\_004.01F      Multicultural education which includes the following:
- \_\_\_004.01F1-5      \_\_\_Mission and goals, \_\_\_guides, frameworks or standards, \_\_\_process for selecting materials, \_\_\_staff development, \_\_\_periodic assessment, \_\_\_report to local board
- \_\_\_004.02A      Elementary weekly schedule includes the following: \_\_\_Reading/Language Arts \_\_\_Mathematics \_\_\_Social Studies \_\_\_Science \_\_\_Health \_\_\_P.E. \_\_\_Visual Arts \_\_\_Music
- \_\_\_004.02B      Kindergarten – all age eligible children admitted §79-214(2)
- \_\_\_004.02C      Athletic contests not to include K-6
- \_\_\_004.03A      Middle grades includes instruction: \_\_\_Reading \_\_\_Language Arts \_\_\_Mathematics \_\_\_Social Studies \_\_\_Science \_\_\_Health \_\_\_Art \_\_\_Music \_\_\_P.E.
- \_\_\_004.03B      Career education is in the middle grades program
- \_\_\_004.03C      Interscholastic athletic limitations (grades 7 and 8)
- \_\_\_004.04A      High School Program provides 400 instructional units
- \_\_\_004.04B1      Language Arts - 60 instructional units
- \_\_\_004.04B2      Social Science - 40 instructional units
- \_\_\_004.04B3      Mathematics - 40 instructional units
- \_\_\_004.04B4      Science - 40 instructional units
- \_\_\_004.04B5      World Language - 20 instructional units (or 2 years)
- \_\_\_004.04B6      Career Education - 80 instructional units
- \_\_\_004.04B7      Personal Health and Physical Fitness - 20 instructional units (or 2 years) (Note: Inclusion of CPR in the curriculum)
- \_\_\_004.04B8      Visual and Performing Arts - 40 instructional units \_\_\_Instrumental Music \_\_\_Vocal Music \_\_\_Visual Arts
- \_\_\_004.04D2b(e)      Availability of monitor with an endorsement aligned with DL class generating instructional units
- \_\_\_005.01A      Assessment according to Appendix E/Performance Reporting
- \_\_\_005.02      Report of student performance to NDE
- \_\_\_005.03      Student assistance process
- \_\_\_006.01A      Library media area(s) available all day \_\_\_resources classified \_\_\_encyclopedia or electronic format copyrighted in past five years

___006.01B	Elementary new resources (25 per teacher up to 150; 75 if electronic format) middle or high school 150 (print or electronic)
___006.01C	Middle level school - 10 periodicals (print or electronic)
___006.01D	Each secondary school - 25 periodicals (print or electronic format)
___007.01A	Elementary teachers endorsed (95%)
___007.01B	Pre-kindergarten coordinator (9 credit hours ECE)
___007.02A	Middle grades teachers endorsed (90%)
___007.03A	Secondary grades teachers endorsed (80%)
___007.04A	½ FTE media specialist endorsed or acquiring 6 hours per year
___007.04A1	Building library media specialist staffing
___007.05A	Guidance staff – in required ratio; endorsed or acquiring 6 hours per year
___007.05B	Guidance staff – in required ratio for middle/secondary grades
___007.05C	Elementary guidance program (300 or more students)
___007.06A	Certificated employee evaluation policy – approved by NDE
___007.07A	Staff development (at least 10 hours each year)
___008.02A	Elementary principal or supt.; ___10+ teachers half-time; ___20+ full-time
___008.03A	Middle grades principal endorsement required
___008.03B	Middle grades principal; ___10+ teachers half-time; ___20+ full-time
___008.04A	Secondary principal; ___10+ teachers half-time; ___20+ full-time
___008.05A	Head administrator has superintendent's endorsement
___008.05B	Other administrators hold appropriate endorsements
___008.05C	Certificates on file in school administrative office
___009.01A	School improvement plan: ___incorporates multicultural education - Includes each five years: ___mission, ___data collection including student performance, demographics, learning climate, former high school students, ___improvement goals, ___action plan with an aligned professional development plan, ___evaluation of progress
___009.01B	External team visit each 5 years
___010.01A	Written report of performance, demographics, improvement goals, financial information
___010.01B	Policy for performance report(s)
___011.01A	Safe, healthful, and sanitary conditions in each building
___011.01B	Safety and security plan
___011.01C	Safety and security committee
___011.01D	Safety and security visit
___011.01E	Seclusion and Restraints policy
___011.01F	Bullying policy
___011.01G	Dating violence policy
___012.01A	Written board policies – accessible in each building
___012.01B	Policy on instructional hours (400 for kindergarten, 1032 for elementary, 1080 for high school (9-12))
___012.01C	Ratio (pupils to certificated staff) 25 to 1
___Appendix F	School Board has an Americanism Committee to carry out § 79-724